



COMMONWEALTH of VIRGINIA

Department of Mental Health, Mental Retardation and Substance Abuse Services

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MEMORANDUM

TO: CSB Executive Directors

FROM: Joy Yeh, Ph.D., CFE, CPA
Assistant Commissioner, Financial Administration

DATE: July 7, 2000

SUBJECT: Technical Bulletin 2000-02 (Model RFP for Banking Services)
Supersedes Technical Bulletin 98-2 (Model RFP for Banking Services) issued on May 15, 1998

Background: The attached Technical Bulletin 2000-02 has been prepared by the Office of Financial Reporting and Compliance. Technical Bulletins communicate important information to CSBs and may be incorporated into future updates of Financial Management Standards for CSBs. These bulletins will focus on the following areas:

- cost savings and revenue enhancing suggestions,
- Internal control and efficiency issues, and
- technical and tax issues.

Model This model was developed with input from various CSBs, accounting firms, and the DMHMRSAS Office of General Services (Purchasing). While we realize no model is perfect and individual CSBs have different needs, we hope this model serves to expedite the preparation and evaluation of RFPs for audit services.

The following documents are included with this model and in the order shown:

- Model Request for Proposals (RFP) and
- Evaluation Score Sheet

The Evaluation Score Sheet is for internal purposes **ONLY** and should not be mailed with the RFP. Please detach this document prior to mailing the RFP to prospective CPA firms.

Availability This RFP can be viewed from the DMHMRSAS's website at [**www.dmhmrzas.state.va.us**](http://www.dmhmrzas.state.va.us).

Suggestions We welcome any changes or suggestions that you have. Please direct any such changes or suggestions to Ken Gunn (Director, Office of Financial Reporting and Compliance) at (804) 786-1994 or e-mail [**kgunn@dmhmrzas.state.va.us**](mailto:kgunn@dmhmrzas.state.va.us).

JY/gaajr

cc Richard E. Kellogg

Paul Gilding

Kendra McCarthy

MODEL REQUEST FOR PROPOSAL - BANKING SERVICES

VIRGINIA COMMUNITY SERVICES BOARD

Issue Date:

Issue Title: Request for Proposals - Banking Services

Issuing Agency: Virginia Community Services Board (Hereinafter referred to as CSB or Community Services Board)

Address: _____

Phone Number: _____

Location Where Work will be Performed:

Period of the Contract: It is the intent of the CSB to issue a Firm-Fixed Price Unit Cost contract to obtain Banking Services for a period of two (2) consecutive years beginning on _____. Failure to enact this contract on _____ will be due to initialization of the banking service, which may result in a 30 to 60 day delay of the services but will not effect the 24 month term of contract service.

Renewals: Three (3) one year renewals, thereafter, if mutually agreed.

Sealed proposals for furnishing the services described herein will be accepted by the CSB _____ until 4:00 P.M. _____. Any proposals received after the time and date specified will not be considered. Proposals will be opened and reviewed during the period of _____ with final recommendations as to the most favorable proposal being presented to the CSB Board of Directors at the regular meeting of the board on _____ for its approval.

Proposals submitted may be either hand delivered or mailed to the address listed above. The proposal should be enclosed in a sealed envelope clearly marked **Banking Services RFP**. It is the contractor's responsibility to assure that proposals are received at the location indicated by the date and time above. This complete document with all attachments must accompany your proposal, with all information and signatures applied as required.

Optional Pre-Proposal Conference:

An optional pre-proposal conference will be held on _____ at 10:00 am at the CSB's address listed below. The purpose of this conference is to allow potential offerors an opportunity to present and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Any changes resulting from this conference will be issued in a written addendum to the solicitation. Questions for the CSB related to this proposal will be limited to this pre-proposal conference.

The pre-proposal conference will be held at the following address. This address will be the same address to send completed proposals:

CSB Name: _____
CSB Address: _____

CSB Contact: _____
Title: _____
Phone No.: _____

IN COMPLIANCE WITH THIS REQUEST FOR PROPOSAL AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED PROPOSAL OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.

Offeror Name and Address:

_____ Date _____

_____ By: _____

(Signature in Ink)

_____ (Typed Name and Title)

_____ (Telephone Number)

_____ (FEIN/EIN Number) (Required)

MODEL REQUEST FOR PROPOSAL - BANKING SERVICES

(Community Services Board - Request for Proposal)

1. PURPOSE AND STATEMENT OF NEEDS

Purpose: The objective of this request for proposal is to identify the particular banking institution that can offer the highest quality and greatest diversity of services, provide the greatest amount of interest income to CSB, and offer the lowest possible cost of services.

Virginia Security for Public Deposits Act:

The CSB's investment policy is guided by the Code of Virginia requirements. Proposing banks should clearly understand the collateralization limitations placed upon public agencies by the Code of Virginia.

Statement of Needs:

Overview of Proposed Cash Management System

Before specific details of the required banking services are addressed, Community Services Board (CSB) believes it would be useful to present an overview of the cash management system it seeks to develop. A brief description of the major attributes of the system are as follows:

- A. CSB will make a daily deposit of checks and cash, as well as electronic deposits, to the master depository account during the work week.
- B. CSB will maintain one Zero Balance Account (ZBA), for both payroll and accounts payable. This account will be used for all disbursements of CSB funds.
- C. Checks will be presented against CSB's zero balance account daily and the bank will make transfers of funds from the master depository account to the ZBA to cover those checks presented for any one particular day.
- D. After all transfers have been made from the master depository account to the ZBA and after minimum compensating balance requirements are met, the selected bank will automatically invest daily any excess cash balances left in the master depository account. Excess cash balances in the master depository account should only exist on a temporary basis; however, CSB reserves the right to invest any and all excess funds it deems appropriate at its discretion.
- E. The bank will credit, on a daily basis during the workweek, any interest earned by the investment of CSB idle funds into CSB's master depository account.
- F. All accounts should be established to close, for record keeping purposes, at the end of banking hours on the last day of each month.
- G. The selected bank should have the ability to provide the CSB with daily balances and transaction information processed through the operating and zero balance account.

- H. Alternative arrangements are welcomed from proposers that may accomplish the CSB's objective of maximizing earnings as allowed by law.

2. ACCOUNT STRUCTURE

Information is presented in **ATTACHMENT 1C** to proposers to provide levels of activities and account volume information for consideration in their proposals.

A. Master Depository Account

On an operational basis, all deposits and disbursements will flow through the master depository account. All incoming and outgoing wire transfers will be made from this account. All funds that are received by CSB's fiscal agent will be transferred through this account.

B. Zero Balance Account

CSB will maintain one (1) zero balance account upon which will be drawn all CSB checks. This account will always have a zero ledger balance.

C. Investment Services

CSB expects the bank to automatically invest any idle cash that exists, above the compensating balance requirements, on a daily basis. It is expected that these investments will be considered public depository funds and therefore demand deposits will be collateralized in the manner prescribed by State law. Also, the bank is expected to utilize the method of investment that most favorably impacts that earning capacity of CSB's idle funds.

D. Additional Banking Services

CSB would like the proposal to include comment on the provision of these additional services:

1. Monthly statements showing check activities of the ZBA and the transactions of the master depository account, with the amount of daily interest posted on the statement each day. Such statements will cover the period from the first day of each month to the last day of each month. All check activities on said statements will be listed in sequential order, by check number, as well as the daily random activity as recorded in the ZBA.
2. Direct deposit capabilities for CSB payroll disbursements. Each employee may designate one account where the net earnings would be transferred to directly.
3. The provision of corporate type of VISA/MasterCard to be utilized for approved CSB purchases.
4. Separate interest bearing depository accounts for each client (savings and checking) whereby clients of CSB and/or their designated payees may receive their monthly governmental assistance payments via direct deposit from the federal government, with access by the client and/or his designated payee. These accounts are used by clients to pay rent and purchase personal items. It is desirous for these individual accounts to have \$0 or very low monthly service fees to minimize the expense to these clients. (See **ATTACHMENT 1G**).
5. Vehicle financing arrangements that are efficient and provide for the lowest possible cost.
6. An appropriate line of credit, for example, between \$200,000-\$800,000.
7. Any additional services that the bank would like to propose that would enhance the above proposed

cash management system.

3. QUALIFICATIONS OF PROVIDER

Qualifications of the Provider: CSB will make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work. CSB reserves the right to inspect the facilities of the Contractor at any time during the contract period. The offeror shall furnish CSB all such information and data for this purpose as may be requested. CSB further reserves the right to reject any proposal if the evidence submitted by, or investigation of, such offeror fails to satisfy CSB that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated.

4. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. General Requirements:

1. RFP Response:

- A. In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and (1) copy of each proposal must be submitted to CSB. No other distribution of the proposal shall be made by the offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of the capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness and clarity of content.
- c. Ownership of all data, materials and documentation originated and prepared for CSB pursuant to the RFP shall belong exclusively to CSB and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 11-52D of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

3. Oral Presentation:

- a. Offerors who submit a proposal in response to this RFP may be required to give a oral presentation of their proposal to the CSB. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. CSB will schedule the time and location of these presentations. Oral presentations are an option of CSB and may or may not be conducted.

B. Specific Proposal Requirements:

1. Proposals should be as thorough and detailed as possible so that CSB may properly evaluate your capabilities to provide the required service. Offerors are required to submit the following items as a complete proposal:
 - a. The return of the RFP cover sheet and addenda, if any, signed and filled out as required.
 - b. Specific plans for providing the proposed services including:
 1. Quality controls in place to ensure high quality services.
 2. Techniques and procedures used to provide the services.
 3. Additional alternative services available.
 - c. Complete **ATTACHMENTS 2A to 2D**, to include cost, interest earning potential, and estimated net profits from the services. Also include the bank's complete annual audited financial report, and qualifications of servicing personnel, and copies of any agreements that the CSB would be expected to sign.

5. EVALUATION CRITERIA

In any and all cases, the primary objective of CSB is to obtain the highest quality and greatest diversity of services and maximize earnings potential at the lowest possible cost. Proposals will be evaluated as follows:

CATEGORY	POINTS	DESCRIPTION
NET EARNINGS	35	All RFPs (ATTACHMENT 2A) will be compared for the highest net earnings. This category is defined by deducting costs from interest earnings.
QUALITY OF SERVICE	25	All RFPs will be compared to determine services and technologies available as well as convenience of branch offices. The qualifications of personnel will be evaluated. Oral presentations may be requested.
DEBT COSTS	15	All RFPs will be compared to determine the lowest and most flexible debt costs for vehicle financing and lines of credit.
CLIENT ACCOUNTS	10	All RFPs will be compared to determine the lowest cost of client accounts as well as convenience of branches.
BANK RATING	15	All RFPs will be evaluated for financial soundness. Bank ratings such as Veribanc (800-442-2657) may be used. If such is the case, green three-star may be the minimum level acceptable.
TOTAL POINTS	100	

6. AWARD

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors above. Negotiations will be conducted with the offerors so selected. After negotiations have been conducted with each offeror so selected, CSB shall select the offeror which, in its sole opinion, has made the best proposal, and shall award the contract to that offeror. The

agency may cancel this Request for Proposal at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (See Section 11-65D, Code of Virginia). Should CSB determine in writing and its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more qualified than the others under consideration, a contract may be negotiated with that offeror and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the Contractor's proposal as negotiated.

7. GENERAL TERMS AND CONDITIONS

The offeror will conform to the general terms and conditions as included as **ATTACHMENT 1A** of this RFP. It is important for the offeror's servicing office to be located near the CSB's administrative office to facilitate deposits and other transactions.

8. SPECIAL TERMS AND CONDITIONS

- A. Withdrawal of Proposal: Proposals may be withdrawn from consideration at any time prior to 4:00 p.m., _____ by forwarding of a request for withdrawal letter signed by the individual who has the authority to act in the bank's name and whose signature is on the original proposal documents.
- B. Appropriation of Funds and Cancellation of Contract: Should funds not be appropriated or otherwise made available to support continuation of the contract in any subsequent fiscal period. CSB shall notify the bank in writing as to non-availability of funds. The contract will be considered canceled ninety (90) days from issuance of this written notice. The bank must give CSB no less than ninety (90) days written intention to cancel if services can no longer be continued under the terms of this contract.
- C. CSB reserves the right to use some or all of the services offered by the bank.
- D. Change in Bank Ownership: If ownership of the bank changes during the term of the contract (e.g., through mergers, etc.), a 90-day written notice to the CSB is expected should any changes to the existing contract be required. If such notice is not provided, the CSB expects the existing contract to be honored by the new owner.

9. ATTACHMENTS

The CSB should complete **ATTACHMENTS 1A to 1G**. The proposing bank should complete **ATTACHMENTS 2A to 2D**. Completed attachments should be submitted with the proposal.

GENERAL TERMS AND CONDITIONS
GOODS AND NONPROFESSIONAL SERVICES

- A. PROCUREMENT REGULATIONS: This solicitation is subject to the provisions of the purchasing regulations of the Community Services Board and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of these regulations are available for review at the purchasing office and in addition, a copy can be obtained by calling:

- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respects thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state, and local laws and regulations.

- C. COMPLIANCE:

Compliance: By signing this Proposal, the offeror certifies that it is and will remain in full compliance with:

The Federal Civil Rights Act of 1964, as amended.
The Federal Immigration Reform and Control Act of 1986.
The Virginia Fair Employment Act of 1975, as amended, where applicable.
The Virginia Conflict of Interest Act.
The Virginians With Disabilities Act.
The Americans With Disabilities Act.
Section 11-51 (Employment Discrimination Act) of the Virginia Public Procurement Act.
Sections 11.62.11 (Payment to Subcontractor) of the Virginia Public Procurement Act.
Sections 11-77 and 11-78 (Ethics in Public Contracting) of the Virginia Public Procurement Act.
The Antitrust laws of the United States and the Commonwealth of Virginia.

- D. DRUG FREE WORKPLACE: The unlawful or unauthorized use, manufacture, distribution, dispensing, or possession of alcohol or other drugs, or the impairment or incapacitation from the use of alcohol or other drugs is prohibited in the workplace by the contractor or his/her employees utilized to provide services herein. By submitting bids, bidders certify their compliance and understand that violation of these prohibitions is a breach of contract and can result in default action.
- E. ETHICS IN PUBLIC CONTRACTING: By submitting their bids or proposals, bidders or offerors certify that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- F. DEBARMENT STATUS: By submitting their bids or proposals, bidders or offerors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by any agency of the Commonwealth of Virginia.

- G. MANDATORY USE OF CSB FORM AND TERMS AND CONDITIONS:

Failure to submit a proposal on the official form provided for that purpose may be a cause for rejection of the proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the proposal; however, the Community Services Board reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- H. CLARIFICATION OF TERMS: If any prospective bidder or offeror has questions about the specifications or other solicitation documents, the prospective bidder or offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- I. PRECEDENCE OF TERMS: Except for Paragraphs titled Procurement Regulations, Applicable Law and Courts, Compliance, Debarment Status, Mandatory Use of CSB Forms and Terms and Conditions, and Precedence of Terms herein, which shall apply in all instances, in the event there is a conflict between the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- J. PAYMENT TERMS AND INVOICES: Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however. Invoices must show the contract or purchase order number assigned by the Community Services Board and shall be submitted by the contractor to the attention of (the fiscal office) and mailed to (address).
- K. DELIVERY POINT: Except when otherwise specified herein, all items shall be F.O.B. delivery point.
- L. QUALIFICATIONS OF BIDDERS OR OFFERORS: The Community Services Board may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder or offeror to perform the work/furnish the item (s) and the bidder or offeror shall furnish to the Community Services Board all such information and data for this purpose as may be requested. The CSB reserves the right to inspect bidder's or offeror's physical facilities prior to award to satisfy questions regarding the bidder's or offeror's capabilities. The CSB further reserves the right to reject any bid or proposal if the evidence submitted by, or Investigations of, such bidder or offeror fails to satisfy the Community Services Board that such bidder or offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
- M. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Community Services Board.
- N. CHANGES TO THE CONTRACT:

By written notice to the Contractor, the Community Services Board may from time to time make changes, within the general scope of the contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.
- O. IMMIGRATION REFORM AND CONTROL ACT OF 1986:

By submitting their bids or proposals, bidders or offerors certify that it does not and will not during the term of this Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

ATTACHMENT 1B - Prepared by CSB

INFORMATION ABOUT THE CSB & AUDIT REPORT

The CSB delivers primarily outpatient mental health, mental retardation, and substance abuse services. The CSB receives a majority of its funding from medicaid, medicare, state general funds, and federal funds. The CSB also receives contributions from local governments and other individuals and organizations.

KEY PERSONNEL	NAME	PHONE NUMBER
EXECUTIVE DIRECTOR		
DIRECTOR OF FINANCE		
DATE CSB FORMED:		XXXXXXXXXXXXXXXXXX
FY__ FINANCIAL DATA:	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
TOTAL REVENUES		XXXXXXXXXXXXXXXXXX
TOTAL EXPENDITURES		XXXXXXXXXXXXXXXXXX
TOT.# OF EMPLOYEES:		XXXXXXXXXXXXXXXXXX
FULL-TIME		XXXXXXXXXXXXXXXXXX
PART-TIME		XXXXXXXXXXXXXXXXXX
# EMPL. ON DIR DEPOSIT		XXXXXXXXXXXXXXXXXX
NAME OF P/R SERVICE:		(N/A if in-house)
# PAYROLLS PER MONTH:		XXXXXXXXXXXXXXXXXX
#CLIENTS SERVED (FY__)		XXXXXXXXXXXXXXXXXX
CLIENT ACCOUNTS:	Checking	Savings
CURRENT #		
# VEHICLES	see Attachment E	XXXXXXXXXXXXXXXXXX
# FACILITIES	see Attachment D	XXXXXXXXXXXXXXXXXX
# LOCAL GOVTs SERVED:	<u>Number</u>	<u>Specific Localities</u>

THE CSB SHOULD ATTACH THE MOST RECENT AUDITED FINANCIAL REPORT HERE.

ATTACHMENT 1C - Prepared by CSB**ESTIMATED ACCOUNT VOLUME**

No.	Proposed Service (attach additional sheets if necessary)	Est. Annual Volume
	Account Maintenance	
	DDA (Checking) Statements	
	Account Analysis	
	Deposits	
	Zero Balance Account	
	Checks Paid	
	ACH Origination	
	ACH Credits	
	ACH Reversal/Deletion	
	Stop Payments	
	Deposited Items	
	Returned Items	
	Wire Transfers In	
	Wire Transfers Out	
	Other	

Note: The CSB has identified the annual estimated volumes here. The proposing bank should complete cost information on **ATTACHMENT 2A**.

ATTACHMENT 1C - Prepared by CSB

Cash Management/Investment Volumes

NOTE: This information is given to let the proposer know the approximate amounts of funds that would be available to the Master Depository Account (last 12 months):

[illegible]

CSB FACILITIES

CSB FACILITY (STREET ADDRESS & ZIP CODE)	DESCRIPTION OF FACILITY
	ADMINISTRATIVE OFFICE

CSB VEHICLES**Specific Vehicle Financing Needs:**

The CSB has a continual need for vehicles for agency use and transporting clients. The CSB maintains a fleet of vehicles as noted below. This fleet is constantly changing and there is a continual need to replace vehicles at various times. The CSB desires to finance most vehicles for a period of 3 years. The target replacement time is 95,000 miles for sedans, trucks, and mini-vans and 135,000 for full-size vans. This is in accordance with the State's replacement program. Offerors should clearly state the interest rates that would be charged.

1. Alternative financing arrangements are welcomed. For example, lease vs. loan, line of credit, etc. The CSB may or may not prefer to make down payments.

The following information has been prepared to assist the proposing bank in quoting financing rates.

NUMBER OF VEHICLES	
AVERAGE LIFE	
AVERAGE ANNUAL MILES PER VEHICLE	
EST ANNUAL NEW LOAN VOLUME (\$)	
COMPOSITION OF VEHICLES:	
# VANS	
# CARS	
# TRUCKS	
EST. # ANNUAL VEHICLE PURCHASES (A)	
EST AVE PRICE PER VEHICLE (B)	
EST ANNUAL NEW LOAN VOLUME (\$) (A X B)	
EST. DOWN PAYMENT PER VEHICLE (if any)	

The proposing bank's responses should include the interest rate, monthly payment, and down payment required in total. Any underwriting requirements expected from the bank should be stated.

ATTACHMENT 1F - Prepared by CSB

The CSB should present a list of organizations that it controls and indicate the type of organization and purpose.

CSB ORGANIZATIONS

LEGAL NAME OF ORGANIZATION	TAX STATUS (political subdivision, 501 (c) (3), etc.)	PURPOSE (CSB operations, real estate holding, HUD Properties, etc.)

ATTACHMENT 1G - Prepared by CSB

CLIENT ACCOUNT VOLUME

(PER YEAR)

Number of Client Accounts and Type:	Checking Savings
Account Maintenance Number :	
Number of Deposits:	
Number of Deposited Items:	
Number of Checks Paid:	
Number of Deposits Returned:	
Number of Stop Payments Issued:	

Client Activity Volumes

NOTE: This information is given to let the proposer know the approximate client activity volume (last 12 months):
The source of deposits are primarily social security disability payments and some family funds.

Month	Beg. Bal	Deposits	Withdrawals	End. Bal
Maximum				
Minium				
Average				

ATTACHMENT 2A - Prepared by Bank

NOTE:

This attachment must be returned and completed for all proposals that are considered responsive to this solicitation.

Earnings Potential Estimate

Earning Potential (Specify APR% and Basis of Rate)	Monthly Amount	Annual Amount

Cost of Service Estimate

(Summary from attached pages)	Per Month	Per Year
First Page		
Second Page		
Totals		

Net Earnings Estimate

	Per Month	Per Year
Estimated Net Earnings		

Compensating Balance Requirement (if any)

	Per Month	Per Year
Amount (if none, state so)		

ATTACHMENT 2A - Prepared by Bank (Cont)

Cost of Service Information

#	Proposed Service (attach additional sheets if necessary)	* Annual Volume	Rate	Estimated Annual Cost
1	Account Maintenance			
2	DDA (Checking) Statements			
3	Account Analysis			
4	Deposits			
5	Zero Balance Account			
6	Checks Paid			
7	ACH Origination			
8	ACH Credits			
9	ACH Reversal/Deletion			
10	Stop Payments			
11	Deposited Items			
12	Returned Items			
13	Wire Transfers In			
14	Wire Transfers Out			
	Total Other Charges (see attached)			
	TOTAL ANNUAL COST	XXXX	XXXX	\$

- 1. ANNUAL VOLUME STATISTICS (CSB's Attachment C) :** Complete from **ATTACHMENT 1C**. Please note that volume statistics outlined above are annual volumes and may not correspond to the way the bank charges for a particular service. If a particular service is on another basis than noted, make appropriate changes in the Volume column. Proposals must estimate volumes for any line items where volume figures are left blank by the CSB.
- 2. OTHER CHARGES:** If there are other charges, they must be noted in the Other columns, clearly defined, and extended based upon estimated volume. This is a requirement. **Any charge for services not addressed in this attachment of your proposal will not be allowed during the course of the contract.** If there is no charge for any of the services listed, please note with a **N/C** in the Extension column.

ATTACHMENT 2A - Prepared by Bank (Cont)

Cost of Service Information

#	Proposed Service (attach additional sheets if necessary)	Annual Volume	Rate	Estimated Annual Cost
	OTHER CHARGES (SPECIFY)			
	TOTAL ANNUAL COST (OTHER CHARGES)	XXXX	XXXX	\$

ATTACHMENT 2B – Prepared by Bank

Convenience of Branch Locations

NOTE: The offeror should complete the following table showing which of its branch locations are closest to the CSB's Cash Generating Facility:

[illegible]

ATTACHMENT 3C - Prepared by Bank

Servicing Branch Personnel

The offeror should list the primary branch servicing personnel and the most senior or supervising personnel. Attach resumes of the individuals involved, if desired.

Servicing Branch Location and phone number: _____

NAME	TITLE	YRS WITH BANK	TOTAL YRS BANKING EXPERIENCE	PREVIOUS POSITIONS HELD

ATTACHMENT 4D - Prepared by Bank

Sample Bank Agreements (ATTACH HERE)

Proposers should attach copies of any agreements the CSB would be expected to sign, for example, wire transfer agreements, direct deposit agreements, ACH and EDI agreements, automatic investment agreements, promissory notes, credit agreements, etc.

**CSB Banking Services
EVALUATION SCORE SHEET**

Evaluated by: _____

Date: _____

CATEGORY	POINTS				NOTES
Net Earnings: Points assigned as follows: 5-total earnings, 5-total costs, 25-net earnings. source: ATTACHMENT 2A	35				
Quality of Service: Points assigned as follows: 5-qualifications of staff, 5-services and technology available, 5-convenience of branch offices. source: ATTACHMENT 2B and 3C	15				
Debt Costs: Points assigned as follows: 15-vehicle financing, 5-line of credit	20				
Client Accounts: Services available, location, and cost for client accounts will be evaluated.	15				
Bank Rating: Banks will be rated according to Veribanc's scale. Minimum Green 3 Star is acceptable. (800-442-2657)	15				
TOTAL POINTS	100				